Email Sent to Applicant

Dear Laura Mintz:

Thank you for applying for the ENERGY STAR for CBRE - 101 Arch St (ID: 1370872). We have reviewed your application and determined that a revised application is required. The submitted application is not complete. Each box in the ENERGY STAR Data Verification Checklist for Certification must be checked as "Yes" (or confirmed via the notes field) to ensure that all data has been verified as accurate and up to date.

Before we reset your application and provide instructions for resubmission, we wanted to follow up on the issue below:

Your application includes a space that has been benchmarked with more workers on the main shift than computers:

- Office: **(b) (4)**   : **(b) (4)** workers, but only **(b) (4)** computers

This is unusual for an office space, as each worker typically has at least one computer. Please provide an explanation for why this space has more main shift workers than computers. Are multiple shifts of workers being included in this count? Does the worker count include any non-main-shift workers such as after-hours janitorial, maintenance, or security staff?

Please respond to this email by February 10 if you would like this property to be considered for the ENERGY STAR.

Thank you and we look forward to your response,

ENERGY STAR Certification Review Team

1/12/17

That number includes operating engineers, security personnel, and cleaning staff that are not routinely engaged in using computers. While there are off-hours security personnel, they are not included in this number. These people are in the building during the normal work day.

1/12/17

Good Afternoon Robert,

Thank you for your response. Your application has been reset to allow you to make manual edits to your PDF application, then resubmit your application within Portfolio Manager. Please follow the procedure below:

1.   Edit the Completed Application: Edit the application that was previously completed, scanned, and submitted as follows: Mark each box as "yes" or confirm via the notes field.

2.   Access Your Application: Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application once manual edits are completed.

3.   Submit Application: In the Your Application Process widget on the right side of the screen, select Submit Application (all other steps should already be marked completed with green check marks). Enter the application

tracking number (the same as the previous application) and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by February 11, 2017 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team